

INSTRUCTIONS FOR PREPARING APPLICATIONS
REQUESTING AMENDMENTS
TO THE
MIAMI-DADE COUNTY
COMPREHENSIVE DEVELOPMENT MASTER PLAN
APRIL 2004-2005 AMENDMENT CYCLE

Applications requesting changes to those provisions of the Comprehensive Development Master Plan (CDMP), including changes to the Land Use Plan (LUP) Map, inside the 2005 Urban Development Boundary (UDB) or text of the CDMP can be accepted during this filing period. The next opportunity for the private sector to file an application to amend the Urban Development Boundary (UDB), the Urban Expansion Area (UEA) or to change the designations of parcels outside the UDB is April 2005. The next filing period for applications requesting changes to the LUP map designations inside the UDB is October 2004-05, however, this is an optional cycle which may not be opened for filing.

Miami-Dade County
Department of Planning and Zoning
Planning Division, Metropolitan Planning Section
1220 Stephen P. Clark Center
111 NW First Street
Miami, Florida 33128-1972
Telephone: (305) 375-2835

February 2004

I. PURPOSE

The Comprehensive Development Master Plan was originally adopted by the County Commission in 1975 as the official guide for managing growth and development of the Miami-Dade County area. In conformance with amendments to the State's Growth Management Legislation in 1985-86, a substantially revised and updated CDMP was adopted in 1988. Section 2-116.1 of the Miami-Dade County Code provides a procedure for the Plan to be periodically reevaluated and amended.

The plan review and amendment process provides a means for amending the Plan for many reasons, including the need to correct an error, to reflect changing circumstances or conditions in the community that justify adjustments to long range projections, and to improve the ability of the Plan to fulfill its basic intent, purposes and goals.

Not all Plan components may be amended during every Plan amendment cycle. Components eligible for amendment application during the various semi-annual filing periods are summarized below.

| Application Filing Period (Month) | Plan Components Eligible for Amendment | |
|---|--|---|
| | Even-Numbered Years | Odd-Numbered Years |
| April Filing Period | All Components Except UDB, UEA and Land Uses Outside UDB (Mandatory Cycle) | All Components including UDB and UEA (Mandatory Cycle) |
| October Filing Period | All Components Except UDB, UEA and Land Use Outside UDB (Optional Cycle) | All Components Except UDB, UEA and Land Use Outside UDB (Mandatory Cycle) |
| Notes: UDB = Urban Development Boundary UEA = Urban Expansion Area | | |

II. SEQUENCE OF ACTIVITIES

Applications requesting amendments must be filed with the Miami-Dade County Department of Planning and Zoning during April 1 through April 30, 2004. Applications must contain the information and conform with the format outlined in this document. Applications deemed by the Department of Planning and Zoning to be unclear or incomplete must be corrected and resubmitted within seven business days (May 11, 2004) following notice by the Department of Planning and Zoning designee to the applicant that the application is deficient. In order to obtain a refund of the entire filing fee an application should be promptly withdrawn. Notice of the withdrawal and the request for refund must be received by the Department of Planning and Zoning in writing from the applicant(s) or their representative no later than 5:00 PM on May 7, 2004. After all applications are finalized, on June 5, 2004, the Department of Planning and Zoning will publish an Applications Report listing all applications.

A tentative Schedule of Events for the April 2004-2005 amendment cycle is presented on page 3. The Department of Planning and Zoning will submit its initial recommendations regarding each requested change to the Community Councils and Planning Advisory Board (PAB) no later than August 25, 2004. Each directly affected Community Council in which a proposed amendment to the Land Use Plan Map is located, may at its option hold a public hearing during September 2004 to discuss the application(s), and to formulate recommendation(s) regarding the request(s). The PAB, acting as Miami-Dade County's Local Planning Agency (LPA) pursuant to Chapter 163, Part 2, Florida Statutes, will then hold a public hearing to be scheduled during October 2004, to receive comments on the proposed amendments and on the initial staff recommendations, and to formulate its recommendations to the Board of County Commissioners regarding adoption of any requested small-scale amendments and regarding transmittal of all other requested ("standard") amendments to the Florida Department of Community Affairs (DCA) for review and comment prior to adoption. The Board of County Commissioners is currently scheduled to conduct a public hearing during November 2004, to address adoption of requested "small-scale" amendments, and transmittal of the standard requested amendments to DCA. DCA will not review adopted small-scale land use plan map amendment for policy conformance or issue a Notice of Intent to find compliance. Unless there is a citizen challenge, adopted small-scale amendments will become effective 31 days after adoption.

Transmittal of "standard" (non-small scale) amendment proposals to DCA for review and comment does not constitute adoption of requested amendments. A second phase of the review addressing the "standard" applications begins after transmittal of the applications to the DCA and associated State agencies. Also, the Board of County Commissioners may opt to neither adopt or deny a requested small scale amendment at its first public hearing but may, instead, decide to transmit it to DCA for state-agency review and comment as a "standard" amendment request.

With transmittal to DCA expected to occur on or around November 22, 2004, DCA will return comments or an Objections, Recommendations and Comments (ORC) report in February 2005 addressing all transmitted applications. The PAB acting as the Local Planning Agency would then conduct its final public hearing during February or March 2005, and the Board of County Commissioners would conduct a public hearing and take final action in March or April 2005.

During the DCA review period, the Department of Planning and Zoning will also review comments received at the transmittal hearings and any additional material submitted and then may issue a Revised Recommendations report reflecting any new information prior to the final public hearings.

Final action by the Board of County Commissioners will be to adopt, adopt with change, or not adopt each of the transmitted applications. Outside this regular CDMP amendment process, requests to amend the CDMP can be requested only by the County Commission under a "Special" amendment process, or by an applicant for approval of, or amendment to, a Development of Regional Impact (DRI). Procedures for processing such "Special Amendment" or "Concurrent DRI" amendments are established in Section 2-116.1 of the Miami-Dade County Code.

**TENTATIVE
SCHEDULE OF ACTIVITIES**

APRIL 2004-2005 CDMP AMENDMENT CYCLE

| | |
|---|---|
| Application Filing Period | April 1 - 30, 2004 |
| Deadline to Withdraw Application and Obtain Return of Full Fee | May 7, 2004 |
| Deadline for Resubmittal of Unclear or Incomplete Applications | Seventh business day after notice of deficiency: May 11, 2004 |
| Applications Report Published by Department of Planning and Zoning | June 5, 2004 |
| Initial Recommendations Report Released by Department of Planning and Zoning | August 25, 2004 |
| Community Council(s) Public Hearing(s) | Specific date(s) to be set in September 2004 |
| Planning Advisory Board (PAB) acting as Local Planning Agency (LPA) Hearing to Formulate Recommendations Regarding Adoption of Small-Scale Amendments and Transmittal of Standard Amendment Requests to Florida Department of Community Affairs (DCA) | October 4, 2004* County Commission Chamber 111 NW 1st Street |
| Board of County Commissioners Hearing and Action on Adoption of Small-Scale Amendments and Transmittal of Standard Amendment Requests to DCA | November 3, 2004* County Commission Chamber 111 NW 1 Street |
| Transmittal to DCA for Comment | November 18, 2004** |
| Deadline for Filing Supplementary Reports by the Public | Forty-five (45) days after Commission transmittal hearing |
| Receipt of DCA Comments | February, 2005** (Approximately 75 days after transmittal) |
| Public Hearing and Final Recommendations: Planning Advisory Board (Local Planning Agency) | Specific date(s) to be set in March, 2005** (Within 30 days after DCA comments received) |
| Public Hearing and Final Action on Applications: Board of County Commissioners | Specific date(s) to be set in April, 2005** (No later than 60 days after receipt of DCA comments) |

Note: * Date is currently scheduled but subject to change. All hearings will be noticed by newspaper advertisement.
 ** Estimated Date.

**Submittal of Documents to Community Councils,
Planning Advisory Board, Department of Planning and Zoning
or Board of County Commissioners**

In addition to the requirements for the preparation and submittal of plan amendment Applications, as explained in Section III, herein, applicants are hereby notified of the following: Written materials which the applicant would like to be considered by the Community Council, the PAB, DP&Z Staff, or County Commissioners at transmittal or final public hearings, or to be transmitted to the Florida Department of Community Affairs (DCA) and associated review agencies with the transmittal or final compliance packages, should be submitted as follows, but please also note the deadline below pertaining to technical reports:

1. Fifteen copies of documents the applicant would like to be considered by any one Community Council should be submitted at, or two weeks prior to, the respective Council hearing.
2. Twenty-one copies of documents which the applicant would like to be considered by the PAB should be submitted at, or two weeks prior to, the hearing. Thirteen copies are for PAB members and eight copies are for the DP&Z staff; and
3. One hundred copies of documents to be considered by the Board of County Commissioners should be submitted to the DP&Z staff three weeks prior to the Commission hearing for distribution as follows: Eighty copies to the Board of County Commissioners agenda coordinator, ten copies for the DP&Z staff, ten copies are for transmittal/submission to DCA and associated State and regional review agencies. All of these copies should be 8-1/2 x 11 inch, 3-hole punch, if possible. Exhibits submitted at the Planning Advisory Board or County Commissioners meetings will be reproduced only in black and white.

Deadline for Submittal of Technical Reports

Applicants are reminded that the County Code stipulates that "No economic reports or studies, real estate appraisals or reports, and/or written reports of consultants or other experts shall be considered as evidence by either the Planning Advisory Board (Local Planning Agency), Department of Planning and Zoning, or the Board of County Commissioners during their consideration of final action on the amendments unless filed with the planning director no later than 60 days after the Commission Transmittal Action. This provision may be waived by a vote of the Local Planning Agency or Board of County Commissioners upon a demonstration by any interested party that an injustice will occur." Exceptions are usually approved by the Commission for reports addressing issues first raised near after the deadline, such as issues raised by the DCA in its comments report. Additionally, the Department of Planning and Zoning respectfully requests that copies of any technical report intended to be introduced at any public hearing shall be submitted to the Department at least two weeks prior to the hearing so that Department staff will be able to answer questions that Board or Council members may pose about report content.

Prohibition on Argument or Representation Regarding Proposed Specific Future Uses Without Proffering a Restrictive Covenant

According to Ordinance 03-40 pertaining to CDMP procedures, no applicant or applicant's representative seeking a recommendation for approval or approval of an amendment to the land use plan map shall be permitted to argue or represent to the Board of County Commissioners or other recommending County board a specific future use or uses for an application site without proffering a restrictive covenant. The representation cannot include a specific use or uses or exclude a use or uses authorized by the proposed land use designation, unless the applicant has submitted a restrictive covenant committing to such representation which has been submitted to the Director and has received approval as to form.

III. INSTRUCTIONS FOR REQUESTING AMENDMENTS

Any individual, organization, group or firm may apply to Miami-Dade County for a Plan amendment. For each requested amendment, a separate application must be submitted. Each applicant is responsible for preparing his or her own application in conformance with these instructions. Two signed original applications must be filed.

All applications are to be filed with the Miami-Dade County Department of Planning and Zoning, Metropolitan Planning Section, 1220 Stephen P. Clark Center, 111 NW First Street, Miami, Florida 33128-1972, by 5 PM, April 30, 2004. After this date, no one will be permitted to file an application or expand an application. Upon review of the application, the Department of Planning and Zoning may find an application to be incomplete and notify the applicant to resubmit the application with clarification or additional information. Resubmitted applications are due within 7 business days after notice by the Department of Planning and Zoning that the application is deficient. To enable better service, applicants are encouraged to file early in the month.

Prior to filing a Plan amendment application, prospective applicants are urged to evaluate their requests carefully and determine whether a Plan change is necessary to achieve their objective. For example, many different land uses can occur within a specific land use category of the Plan map without being in conflict with the Plan. All prospective applicants should become familiar with all Elements of the Plan, in order to be certain that their anticipated Plan amendment is necessary. If you have questions, contact the CDMP Administration of the Metropolitan Planning Section, Department of Planning and Zoning.

If a written interpretation of the CDMP, or a written response to a question regarding the necessity for a Plan amendment is sought from the Department, such requests should be directed in writing to the Director of DP&Z. These inquiries, if necessary, are best made at least a month in advance of the filing deadline. County Administrative Order 4-111 as revised and effective October 1, 2003 requires that a fee will be charged for the issuance of a written opinion (See Appendix A preceding the Disclosure Form).

Small-Scale Amendments

A procedure is provided for the expedited processing of "Small-Scale" amendments to the Land Use Plan map as defined in Section 163.3187(1)(c)(1), F.S. This procedure authorizes the Board of County Commissioners to take final action on small-scale requests to amend the Land Use Plan Map at the (November 2004) transmittal public hearing. An amendment application is eligible for expedited processing as "small-scale" amendment under the following conditions:

1. The proposed amendment involves a land use change of 10 acres or less.
2. The cumulative annual acreage of all small-scale amendments shall not exceed 120 acres, and not more than 60 acres of the total can be located outside of areas designated in the CDMP as transportation concurrency exception areas described in Capital Improvements Element concurrency paragraph C, or in the Dadeland Chapter 380 Regional Activity Center.
3. Outside of the foregoing transportation concurrency exception areas and Regional Activity Center, amendments involving residential land uses are limited to maximum density of 10 dwelling units per acre, but amendments inside these designated areas are eligible to request any density.
4. The proposed amendment does not involve the same property granted an amendment in the prior 12 months; and
5. The proposed amendment does not involve the same owner's property within 200 feet of property granted a change within the prior 12 months.
6. The proposal can not involve any text changes to the Plan's goals, objectives, and policies.

Any applicant who wants their eligible application processed under the expedited "small-scale" amendment procedure must explicitly make such a request in the application. Generally, small-scale amendments will not be reviewed by the Florida Department of Community Affairs (DCA) or issued a notice of intent, and they will take effect 31 days after adoption by the Commission unless a challenge is filed.

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Two signed originals of each application are required. All parts of the application must be typed or printed legibly on 8-1/2 X 11 inch paper, with the exception of the plat map and aerial photograph, which are required to be submitted with requests for a Land Use Plan map changes. Please use the format outlined below and do not exceed ten pages in length, excluding graphics. Applicants may submit supplemental information with the application or at a later date. (See item 5, Additional Material Submitted, below).

An illustration is provided as an example of the appropriate format for a hypothetical application seeking to amend the Future Land Use Plan map and is contained at the back of this document. The following information must appear in each application in the order listed below. Use the headings shown in capital letters for each item.

1. APPLICANT

Names, addresses and telephone numbers of all the applicants must be given.

2. APPLICANT'S REPRESENTATIVE

An individual who is responsible for filing the application and communicating for the applicant(s) must be indicated as the Applicant's Representative. This may be the applicant, one of a group of applicants, the applicant's attorney, or another representative designated by the applicant(s). The name, address (including ZIP code) and telephone number of the representative must be given, (including FAX if available) and the representative must sign and date the application. If the application requests expedited processing as a small-scale amendment, this signature shall also constitute certification by the Applicant(s) that the application conforms with the statutory eligibility criteria referenced above.

3. DESCRIPTION OF REQUESTED CHANGE

Make clear reference to the Element of the Plan for which a change is being requested and indicate the type of change being requested, referring to the categories identified in the fee schedule.

A. If your requested change is to a written portion of the Plan, the Element name, page, and paragraph numbers of the Adopted Components Comprehensive Development Master Plan for Metropolitan Dade County (May 1, 1997 Interim edition, as revised by amendments adopted through November 5, 2003) must be given. The precise rewording that is desired must be stated. For amendments to graphics, tables, or maps other than the Land Use Plan Map, indicate the Element and the page number and title of the map, graphic, or table. Be as specific and clear as possible in describing the requested change. (Also, if this is known by you to be a repeat of a previous CDMP amendment application, in the description of the request please indicate the amendment cycle in which it was previously filed and the assigned application number.)

B. If your requested change is to the 2005/2015 Land Use Plan map, the following information must be submitted:

(1) A clear and concise written description of the application area boundaries.

(2) The total number of gross acres in the application area, which includes roadway/ rights-of-way, the “net acres” excluding the roadway rights-of-way and the number of these acres which are owned by the applicant(s).

- (3) The present CDMP Land Use Plan map designation(s) of the application area, and the land use designation(s) being requested. Please refer to the 2005/2015 Land Use Plan map for a listing of the applicable land use categories. If more than one land use category is being requested, precise boundaries and acreages of each requested use designation must be accurately described under items 3. B (1) and (2) above, and the land areas subject to the requested changes must be depicted on both maps required by the following paragraph.
- (4) If the application is eligible for expedited processing as a "Small-Scale" amendment, the applicant must explicitly include a request for the application to be processed under the expedited procedure as a small-scale amendment.
- (5) The application area must be identified on a Miami-Dade County plat map at a scale of 1 inch = 300 feet. An additional black and white map of reproducible quality must also be included depicting the location and boundaries of the application area on an 8 1/2" X 11" size page.

Each map should identify roadways and Section-township-range, and each map should distinguish between that portion of the application area, which is owned by the applicants and that portion, which is owned by nonparticipants in the application. A legend should be included as necessary to supplement map labeling.

Miami-Dade County plat maps at a scale of 1" = 300' are available for purchase from the Public Works Department, Suite 1600 Stephen P. Clark Center, and blank base maps at various other scales are available for purchase at nominal cost from the Planning Division.

4. REASONS FOR AMENDMENT

This Section should include reasons why the requested change to the Plan should be approved. Reasons offered may address any relevant issues, including the following: (A) the need to correct an error; (B) the need to reflect changing circumstances or conditions in the community that justify adjustments; (C) the need to improve the ability of the Plan to fulfill the basic intent and purposes as set forth in Section 2-113 of the Miami-Dade County Code or in the Goals, Objectives and Policies of the Plan Elements; and (D) the need to assure internal consistency within the Plan.

Applicants requesting changes to the Land Use Plan map may wish to comment on any factors, such as the following items which are considered by the Department Director in evaluating and formulating initial recommendations on proposed amendments.

- Land Use Plan map designation of the subject property and abutting properties.
- Relation of the property to the surrounding road network.
- Size of the subject property.

- Availability and demand on the public facilities for sanitary sewer, solid waste, drainage, potable water, traffic circulation, recreation, schools, and fire and rescue services.
- Compatibility of the proposed land use amendments with the objectives and policies of the Land Use Element and of other affected Plan Elements.
- Compatibility with environmental objectives and policies.
- Availability of, and demand for, additional sites for the type of land use requested. Because amendment requests will be evaluated, in part, on the extent to which they would be in the public interest, the applicant may address this consideration as well.

5. ADDITIONAL MATERIAL SUBMITTED

Copies of additional supporting material may be submitted with the application, and titles to any such initial submittals should be listed in the application under this heading. These materials will be evaluated by staff and will be made available for public inspection but will not be reproduced as part of the application. If copies are available to the public from any other source, the applicant should indicate this and list in this Section of the application all information necessary for the public to obtain copies, including the address of the source and the cost, if any. If there is no additional material submitted with the application, please print or type the word "none" under this heading.

If the applicant intends for these or any other additional materials to be distributed to the Community Councils, PAB or Board of County Commissioners, or to be transmitted/submitted to the Florida DCA, the instructions on pages 4 and 5 of these instructions shall govern.

6. DISCLOSURE OF INTEREST

Section 2-116.1(1)(b) of the County Code requires applicants having an ownership interest in any real property covered by an application requesting Land Use Plan Map amendments to fully disclose those parties with an interest in the subject property. Property subject to disclosure is all property within the application area in which an applicant has ownership interest. Disclosure must include all owners, lessees, or contractors for purchase, and the percentage of interest held by each party.

A completed disclosure report must be attached to each of the two original applications. This report will be attached to, and made a part of the application. A blank disclosure form is provided with this instruction report for use by applicants.

Deadline for Filing Supplementary Reports

Any supplementary reports, e.g., market analyses and real estate appraisals that are not filed with the application, will not be considered as evidence by either the Community Councils, Planning Advisory Board (Local Planning Agency), Department of Planning and Zoning, or the County Commission unless filed with the Director no later than 60 days following the Board of County Commissioner's Transmittal Public Hearing. This provision may be waived by a vote of the PAB or the County Commission upon demonstration by any interested party that an injustice will occur. See Section II for additional instructions for submitting documents and technical reports.

IV. FEES FOR CDMP AMENDMENT

Applications requesting Plan amendments will not be accepted for processing unless accompanied by the appropriate fees as required by Miami-Dade County Administrative Order 4-111 as amended effective October 1, 2003. The Miami-Dade County Department of Planning and Zoning shall charge and collect fees in accordance with the following schedule. In addition, a filing fee of \$920 per application is collected by the Department of Planning and Zoning for those charges covering the cost of review by the Department of Environmental Recourses Management (DERM) as per their departmental Administrative Order 4-42. Please make all checks payable to the Board of County Commissioners and please include on all checks the local contact name, telephone number and address of the party who is submitting payment to the check to the County.

Department of Planning and Zoning Fees

As noted previously, each application, in its DESCRIPTION OF REQUESTED CHANGE, should reference the following categories of CDMP for each request contained in the application;

A. Land Use Element

1. LUP Map (except for Roadway and Transit changes which are covered in B), Agricultural Subarea 1 Map, Open Land Subareas Map, and Environmental Protection Subareas Map, which applications are requested for processing during regular semi-annual CDMP amendment cycles.

| | Fee |
|-------------------------------|------------|
| a) Regional Urban Center | \$ 109,440 |
| b) Metropolitan Urban Center | \$ 85,500 |
| c) Community Urban Center | \$ 54,720 |
| d) Other | |
| Size of Area (gross acres) | |
| <u>Subject to Application</u> | |
| Up to 5.0 acres | \$ 11,400 |
| 5.1 - 10.0 | 21,660 |
| 10.1 - 20.0 | 42,570 |
| 20.1 - 40.0 | 64,410 |
| 40.1 - 80.0 | 85,500 |
| 80.1 - 160.0 | 102,600 |
| 160.1 - 320.0 | 119,700 |
| 320.1 - 480.0 | 136,800 |
| 480.1 - 640.0 | 153,900 |
| 640.1 - 800.0 | 171,000 |
| 800.1 - 960.0 | 188,100 |
| 960.1 - 1120.0 | 205,200 |
| 1120.1 - 1280.0 | 222,300 |
| 1280.1 and above | \$171/acre |

- e.) The fee for any application requesting amendment to the LUP Map which includes a request to expand the Urban Development Boundary (UDB) or to redesignate to an urban land use outside the UDB shall be increased by 1) twenty-five (25%) percent of the amount indicated above in A 1(d) for all applications up to eighty (80) acres in size, or 2) fifteen (15%) percent of the amount indicated above in 1(d) for all applications larger than eighty (80) acres
- f.) Applications requesting amendment to the LUP Map to increase the currently planned residential density on land inside the UDB shall receive a reduction of the amount of 1) twenty-five (25%) percent of the amount indicated above in 1 (d) for each

application up to eighty (80) acres in size, or 2) fifteen (15%) percent of the amount indicated in 1 (d) if the application is larger than eighty (80) acres.

g.) Applications requesting amendments to the Urban Expansion Area (UEA) boundary without amendment to the underlying future land use shall be charged 30 percent of the rate established in paragraph II.A.1.(d) above but not less than \$10,000.

h.) Applications requesting amendment to the LUP Map for processing concurrently with an application to approve or amend a Development of Regional Impact (DRI) development order pursuant to Sec. 2-116.1(5)(a), Code of Miami-Dade County, Florida, shall be charged \$91,200 if 640 acres or smaller, or if a request for Urban Center; if 640.1 acres or larger, such applications shall be charged 65 percent of the fee amount for the applicable parcel size listed in the forgoing paragraph 11.A.1.(a) through (g).

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|----|--|--|
| 2. | Revision of the LUP Map Text Each issue proposal (per paragraph) | \$ 17,100 |
| 3. | Environmental/Historical or other Map Each issue/item including associated text | \$ 17,100 |
| 4. | Covenant revisions and other changes amending land uses relating to specific land parcels | Two-thirds rate of II (A) (1) (d) above |

B. Traffic Circulation Sub-Element

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|----|---|----------|
| 1. | Planned Future Roadway Network Map Per road lane-mile | \$17,100 |
| 2. | Roadway Functional Classification Map Per road-mile (Existing or Future) | \$17,100 |
| 3. | Limited Access Facilities Map Per road-mile or interchange | \$17,100 |
| 4. | Other Map Per Mile | \$11,400 |

C. Mass Transit Sub-Element

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|----|--|----------|
| 1. | Future Mass Transit System Maps Per linear mile of service area, corridor, or alignment | \$17,100 |
| 2. | Major traffic Generators and Attractors Each major traffic generator | \$17,100 |

D. Port, Aviation, and Port of Miami Sub-Element

| | | |
|----|--|--------------------------------------|
| 1. | Major Aviation Facilities-Future Improvements Map Each facility | \$17,100 |
| 2. | Aviation Facility Improvements Each improvement project line item | \$17,100 |
| 3. | Port of Miami River- Future Land Use Map | (Same as LUP Map II.A.1), above. |
| 4. | Port of Miami 5 year or 10 year Plan map | \$17,100 |
| E. | <u>Capital Improvements Element</u> | |
| 1. | Each proposed project line-item | \$17,100 |
| 2. | Urban Infill or Currency Exception Area Maps | \$51,300 |
| F. | <u>All Elements (including A-E above)</u> | |
| 1. | Each Level of Service (LOS) Standard or DRI Threshold (F. S. 380) - addressing goal, objective, policy or map | \$51,300 |
| 2. | Each Non LOS Standard Addressing goal, objective or policy | \$17,100 |
| 3. | Each monitoring measures item | \$10,260 |
| 4. | Each other text change proposal item (up to five sentences) | \$17,100 |
| 5. | Each other map change proposal or item | \$17,100 |
| 6. | One or more non-LUP map amendment proposals requested for processing concurrently with an application to approve or amend a DRI Development Order pursuant to Sec. 2-116.1 (5) (a), Code of Miami- Dade County, Florida. This fee shall be charged only when a LUP map amendment is not requested, and a fee is not charged, pursuant to par. II.A.1, above. | \$34,200 |

All above fees include any corresponding changes to other Plan Elements, or components thereof, required for internal consistency.

In the event that the applicant withdraws the application for amendment prior to the deadline established in Section 2-116.1(8), Code of Miami-Dade County, amendment fees shall be refunded.

In the event that the Board of County Commissioners fails to approve transmittal of a non-small-scale amendment application to the State Land Planning Agency per Sec.2-116.1 (3)(g) of the Code of Miami-Dade County, or the applicant withdraws the application or any portion thereof after the full refund deadline referenced to above but prior to transmittal action the Board of County Commissioners, 1) twenty-five (25%) percent of the Department's Comprehensive Development Master Plan Amendment fees will be refunded.

The Applicant shall not be authorized, subsequent to the "transmittal" hearing held by the Board of County Commissioners, to receive any refund of application fees.

County proprietary departments shall pay required fees at the time of application except that: (a) during a regular annual update to the CIE, a single fee of \$11,400 shall be paid to the department for one or more changes to a Schedule of Improvements table; (b) fees shall not be charged to such departments for a major Element update to implement an Evaluation and Appraisal Report (EAR); and (c) the fee for a major update or revision to a Plan Element required by a proprietary department at the time other than during an EAR-based CDMP amendment cycle shall be \$57,000 paid at the time of application filing, with any costs incurred by the Department of Planning and Zoning in excess of the initial filing fee to be paid by the applicable department.

Department of Environmental Resources Management Fees

A fee of \$920.00 per application is charged by the Department of Environmental Resources Management (DERM) as per Administrative Order 4-42 with an effective date of October 1, 2003 to review and evaluate applications to amend the Comprehensive Development Master Plan. DERM fees apply to applications for changes to the Land Use Plan map, certain adopted figures (Agricultural Subarea 1, Open Land Subareas, Environmental Protection Subareas, and the Figures involving environmental resources) and the goals, objectives and policies addressing environmental concerns. This fee is in addition to the fee charged by the Department of Planning and Zoning. Both Departmental fees shall be collected by the Department of Planning and Zoning, when any application to amend the Master Plan is filed, and the two fees can be combined and paid with a single check made payable to the Board of County Commissioners.

Refund of Fees

Application fees shall be refunded in full only if an application is withdrawn after the request received in writing either from, a) the Applicants' Representative, or b) all of the applicants, on or before 5:00 PM on May 7, 2004. Checks will be returned to the entity providing original payment to the Department unless the written request specifies another party to receive the returned check(s). A private applicant or his representative can request a withdrawal of the application and be eligible for a refund by sending a letter to the Director withdrawing and then coming in to fill out the form provided by staff of the Department of Planning and Zoning must be completed by the applicant for the process to begin for the refund check of the portion of the application fee eligible for refunding.

In the event that the applicant withdraws the application for amendment prior to the deadline established in Section 2-116.1(8), Code of Miami-Dade County, amendment fees shall be refunded.

In the event that the Board of County Commissioners fails to approve transmittal of a non-small-scale amendment application to the State Land Planning Agency per Sec. 2-116.1(3)(f) of the Code of Miami-Dade County, or the applicant withdraws the application or any portion thereof after the full refund deadline referenced to above but prior to the transmittal hearing of the Board of County Commissioners, twenty-five (25) percent of the Department of Planning and Zoning's Comprehensive Development Master Plan Amendment fees will be refunded. Withdrawals and requests for refund must be submitted in writing and signed by the Applicants' representative of record or all of the listed applicants.

The applicant shall not be authorized subsequent to the "transmittal" hearing held by the Board of County Commissioners to receive any refund of application fees.

V. ADDITIONAL INFORMATION

Anyone having questions regarding any aspect of the Plan review and amendment process or seeking help in the preparation of an application requesting to amend the Comprehensive Development Master Plan should visit or call Frank McCune, Patrick Moore, or Mark Woerner Chief of the Metropolitan Planning Section, Planning Division Miami-Dade County Department of Planning and Zoning, 1220 Stephen P. Clark Center, 111 N. W. 1st Street, Miami, Florida 33128-1972; Telephone (305) 375-2835.

APPENDIX A

SCHEDULE OF FEES FOR LETTERS OF CDMP INTERPRETATION

- I. Requests for Written Advisories of Comprehensive Development Master Plan Consistency (other than for development/services concurrency determination).

Fees are noted in the Administrative Order 4-111.

For special written advisory letters/memoranda regarding the relationship of a particular property parcel or the consistency of a proposed development action to the provisions of the Comprehensive Development Master Plan that are requested pursuant to Section 2-113 of the Code of Miami-Dade County and apart from regular development order approval processes, the requesting party shall pay the following charges:

- A. Interpretation/Explanation of Comprehensive Development Master Plan Provisions, including Adopted Land Use Plan Map and Interpretation of Land Use Plan Map Text Consistency Determinations Relative to a Specific Location.

| <u>Size of Parcel of Proposed Development</u> (gross acres) | <u>Fee</u> |
|---|------------|
| Under 1.0 acre | \$ 114 |
| 1.0 acre - 5.0 acres | 228 |
| 5.1 acres - 20.0 acres | 342 |
| 20.1 acres and over | 570 |

- B. Interpretation/Explanation of Adopted Components Goals, Policies, Objectives and other Text not related to a Specific Location.

| | |
|---|--------|
| Each issue/question not related to Level of Service (LOS) | |
| Standards | \$ 114 |
| Each issue/question related to LOS Standards | 171 |

The Director of the Department of Planning and Zoning or his or her designee may condition such advisories on the information made available by the requesting party or defer to more complete development order review procedures. The conditional nature of all special advisories shall be addressed in the document.

APPENDIX B

EXAMPLE OF A HYPOTHETICAL APPLICATION REQUESTING AN AMENDMENT TO THE LAND USE PLAN MAP

The following hypothetical application is provided to illustrate the format of the application and the kind of information that should be provided under each heading. Statements and maps regarding the location and characteristics of the hypothetical property and the Plan's contents are fictional. Any direct similarity to actual conditions or to the contents of the Adopted Components of the 2005 and 2015 Comprehensive Development Master Plan are purely coincidental.

Note: The required plat map at a scale of 1 inch equals 300 feet is not included in this example.

APPLICATION TO AMEND THE COMPREHENSIVE DEVELOPMENT MASTER PLAN

1. APPLICANTS

Susan Leathers
2881 SW 194 Street
Miami, Florida 33021
(305) 233-1234

William Clay
55 East 5 Avenue
New York , New York 10011
(121) 377-8805

J. B. Gee (Trustee)
10125 NE 16 Street
Miami, Florida 33177
(305) 321-6066

2. APPLICANTS' REPRESENTATIVE

John Brown
Henry and Brown
2515 Biscayne Boulevard, Suite 900
Miami, Florida 33143
(305) 438-1921

By: _____ :
(John Brown's Signature) Date

HYPOTHETICAL APPLICATION (continued)

3. DESCRIPTION OF REQUESTED CHANGE

- A. A change to the Land Use Element, Land Use Plan map (item A.1 in the fee schedule) is requested.

(This is a repeat of APRIL 1989 Application No. 75)

- B. Description of the Subject Property

Subject property consists of 2.3 acres located in Section 16, Township 87, Range 37. The property is more accurately described as lots 214 through 220 of Block 1 of Lawrence Subdivision (PB 300-12). Located on the west side of SW 227 Avenue between SW 828 Street and SW 829 Street. The applicant owns lot numbers 214, 215, 218, and 220 as shown on the map provided on page 14.

- C. Gross Acreage

Application area: 2.3 acres

Acreage Owned by Applicant: 1.7 acres

- D. Requested Change

1. It is requested that the application area be redesignated on the Land Use Plan map from LOW-MEDIUM DENSITY RESIDENTIAL (5-13 DU/AC.) TO BUSINESS AND OFFICE.
2. It is requested that this application be processed as a Small-Scale Amendment under the expedited procedures

4. REASONS FOR AMENDMENT

The whole property contains commercial and office uses, and is zoned for Business (BU-1) and Semi-Professional Office (RU-5A). The property fronts on a major roadway. While the site is small, it contiguous to the Business and Office designated land to the north, the south, and east.

5. ADDITIONAL MATERIAL SUBMITTED

“Traffic Analysis of SW 227 Avenue.” Unpublished report prepared by Jones and Thomas Engineers, Inc., 1999.

6. COMPLETE DISCLOSURE FORMS (Sample not included)

Attachments: Two Maps
One Aerial Photo

HYPOTHETICAL APPLICATION (continued)

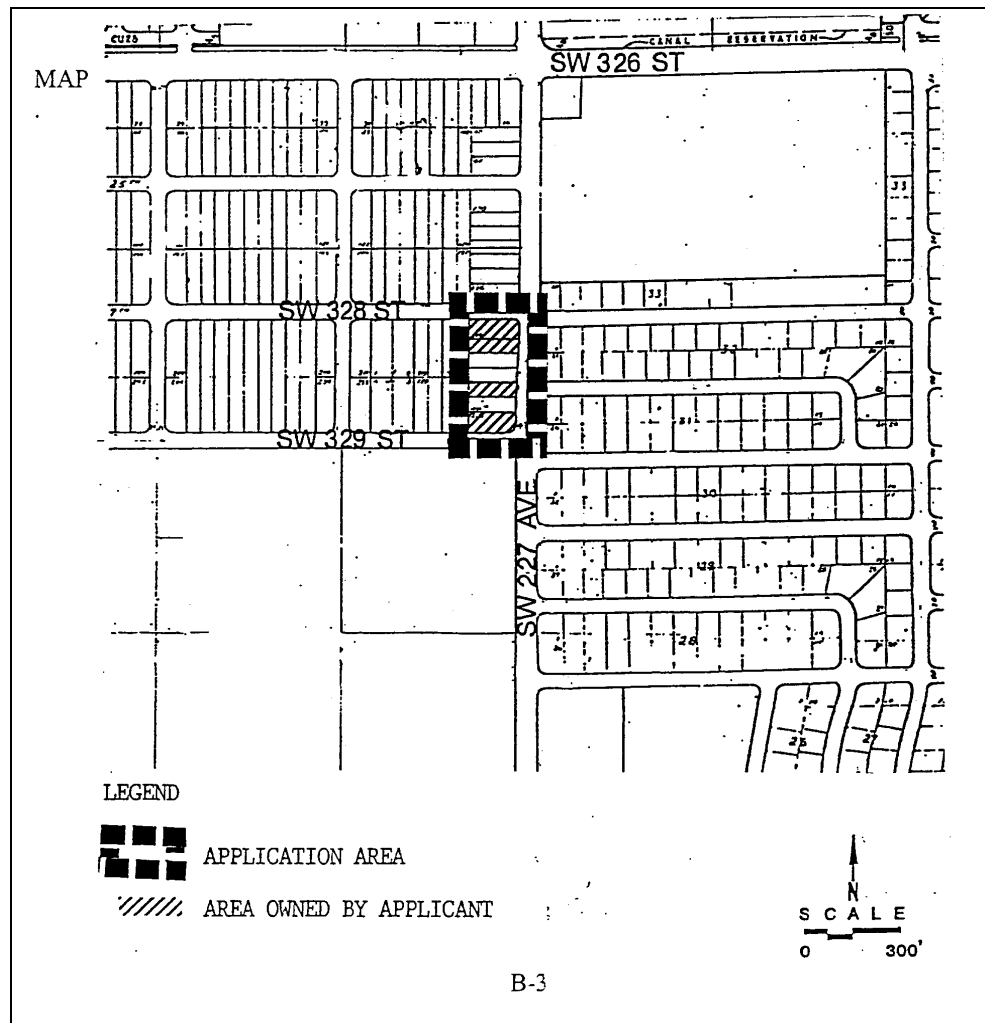
**LOCATION MAP FOR APPLICATION
TO AMEND THE COMPREHENSIVE DEVELOPMENT MASTER PLAN**

APPLICANT / REPRESENTATIVE

Leather, Clay, Gee/ John Brown

DESCRIPTION OF SUBJECT AREA

Subject Property consists of 2.3 acres located in Section 16, Township 87, Range 37. The property is more accurately described as lots 214 thru 220 of Block 1 of Lawrence Subdivision (300-12). Located on the west side of SW 227 Avenue in between SW 828-829 Streets. The applicant owns lot numbers 214, 215, 218 and 220.



DISCLOSURE OF INTEREST

This form or a facsimile must be filed by all applicants having an ownership interest in any real property covered by an application to amend the Land Use Plan map. Submit this form with your application. Attach additional sheets where necessary.

1. APPLICANT (S) NAME AND ADDRESS:

APPLICANT A:

APPLICANT B:

APPLICANT C:

APPLICANT D:

APPLICANT E:

APPLICANT F:

APPLICANT G:

APPLICANT H:

Use the above alphabetical designation for applicants in completing Sections 2 and 3, below.

2. **PROPERTY DESCRIPTION:** Provide the following information for all properties in the application area in which the applicant has an interest. Complete information must be provided for each parcel.

| APPLICANT | OWNER OF RECORD | FOLIO NUMBER | SIZE IN ACRES |
|-----------|-----------------|--------------|------------------|
| A | | | |
| | | | |
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| | | | |
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| | | | |
| | | | |

3. For each applicant, check the appropriate column to indicate the nature of the applicant's interest in the property identified in 2., above.

| APPLICANT | OWNER | LESSEE | CONTRACTOR FOR PURCHASE | OTHER (Attach Explanation) |
|-----------|-------|--------|----------------------------|--------------------------------|
| A | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4. **DISCLOSURE OF APPLICANT'S INTEREST:** Complete all appropriate Sections and indicate N/A for each Section that is not applicable.

- a. If the applicant is an individual (natural person) list the applicant and all other individual owners below and the percentage of interest held by each.

| <u>INDIVIDUAL'S NAME AND ADDRESS</u> | <u>PERCENTAGE OF INTEREST</u> |
|--------------------------------------|-----------------------------------|
| | |
| | |
| | |

- b. If the applicant is a CORPORATION, list the corporation's name, the name and address of the principal stockholders and the percentage of stock owned by each. [Note: where the principal officers or stockholders, consist of another corporation (s), trustee(s), partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

CORPORATION NAME: _____

| <u>NAME, ADDRESS, AND OFFICE (if applicable)</u> | <u>PERCENTAGE OF STOCK</u> |
|---|--------------------------------|
| | |
| | |
| | |

- c. If the applicant is a TRUSTEE, list the trustee's name, the name and address of the beneficiaries of the trust, and the percentage of interest held by each. [Note: where the beneficiary/beneficiaries consist of corporation(s), partnership(s), or other similar entities, further disclosure shall be required which discloses the identity of the individual (s) (natural persons) having the ultimate ownership interest in the aforementioned entity].

TRUSTEES

NAME: _____

BENEFICIARY'S NAME AND ADDRESS

PERCENTAGE OF
INTEREST

- d. If the applicant is a PARTNERSHIP or LIMITED PARTNERSHIP, list the name of the partnership, the name and address of the principals of the partnership, including general and limited partners and the percentage of interest held by each partner. [Note: where the partner (s) consist of another partnership(s), corporation (s) trust (s) or other similar entities, further disclosure shall be required which discloses the identity of the individual (s) (natural persons) having the ultimate ownership interest in the aforementioned entity].

PARTNERSHIP NAME: _____

NAME AND ADDRESS OF PARTNERS

PERCENTAGE OF
INTEREST

- e. If the applicant is party to a **CONTRACT FOR PURCHASE**, whether contingent on this application or not, and whether a Corporation, Trustee, or Partnership, list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries, or partners. [Note: where the principal officers, stockholders, beneficiaries, or partners consist of another corporation, trust, partnership, or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity].

NAME AND ADDRESS

PERCENTAGE OF
INTEREST

Date of Contract: _____

If any contingency clause or contract terms involve additional parties, list all individuals or officers if a corporation, partnership, or trust.

5. **DISCLOSURE OF OWNER'S INTEREST:** Complete only if an entity other than the applicant is the owner of record as shown on 2.a., above.

- a. If the owner is an individual (natural person) list the applicant and all other individual owners below and the percentage of interest held by each.

INDIVIDUAL'S NAME AND ADDRESS

PERCENTAGE OF
INTEREST

- b. If the owner is a CORPORATION, list the corporation's name, the name and address of the principal stockholders and the percentage of stock owned by each. [Note: where the principal officers or stockholders consist of another corporation(s), trustee(s) partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

CORPORATION NAME: _____

| <u>NAME, ADDRESS, AND OFFICE (if applicable)</u> | <u>PERCENTAGE OF STOCK</u> |
|--|----------------------------|
|--|----------------------------|

| | |
|--|--|
| | |
| | |
| | |

- c. If the owner is a TRUSTEE, and list the trustee's name, the name and address of the beneficiaries of the trust and the percentage of interest held by each. [Note: where the beneficiary/beneficiaries consist of corporation(s), another trust(s), partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity].

TRUSTEE'S NAME: _____

| <u>BENEFICIARY'S NAME AND ADDRESS</u> | <u>PERCENTAGE OF INTEREST</u> |
|---------------------------------------|-------------------------------|
|---------------------------------------|-------------------------------|

| | |
|--|--|
| | |
| | |
| | |

- d. If the owner is a PARTNERSHIP or LIMITED PARTNERSHIP, list the name of the partnership, the name and address of the principals of the partnership, including general and limited partners, and the percentage of interest held by each. [Note: where the partner(s) consist of another partnership(s), corporation(s) trust(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity].

PARTNERSHIP NAME: _____

| <u>NAME AND ADDRESS OF PARTNERS</u> | <u>PERCENTAGE OF OWNERSHIP</u> |
|-------------------------------------|--------------------------------|
|-------------------------------------|--------------------------------|

| | |
|--|--|
| | |
| | |
| | |

- e. If the owner is party to a **CONTRACT FOR PURCHASE**, whether contingent on this application or not, and whether a Corporation, Trustee, or Partnership, list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries, or partners. [Note: where the principal officers, stockholders, beneficiaries, or partners consist of another corporation, trust, partnership, or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity].

| <u>NAME, ADDRESS, AND OFFICE (if applicable)</u> | <u>PERCENTAGE OF INTEREST</u> |
|--|-------------------------------|
|--|-------------------------------|

| | |
|--|--|
| | |
| | |
| | |

Date of Contract:

If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership, or trust.

| |
|--|
| |
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| |
| |

For any changes of ownership or changes in contracts for purchase subsequent to the date of the application, but prior to the date of the final public hearing, a supplemental disclosure of interest shall be filed.

The above is a full disclosure of all parties of interest in this application to the best of my knowledge and behalf.

Applicant's Signatures and Printed Names

Sworn to and subscribed before me

this _____ day of _____, 19__

Notary Public, State of Florida at Large(SEAL)

My Commission Expires:

Disclosure shall not be required of any entity, the equity interest in which are regularly traded on an established securities market in the United States or other country; or pension funds or pension trusts of more than five thousand (5,000) ownership interests; any entity where ownership interests are held in a partnership, corporation or trust consisting of more FMGM than five thousand (5,000) separate interests including all interests at each level of ownership, and no one pension or entity holds more than a total of five (5) percent of the ownership interest in the partnership, corporation or trust; or of any entity, the ownership interest of which are held in a partnership, corporation or trust consisting of more than 5,000 separate interests and where no one person or entity holds more than a total of 5% of the ownership interest in the partnership, corporation or trust. Entities whose ownership interests are held in partnership, corporation, or trust consisting of more than five thousand (5,000) separate interests, including all interests at every level of ownership, shall only be required to disclose those ownership interest which exceed five (5) percent of the ownership interest in the partnership, corporation or trust.